

Resource Handbook



CAREER EDUCATORS

REDUCTION-IN-FORCE

**Guidelines Governing Reduction-In-Force
(GS 115C) Separations and Reemployment
of State of North Carolina Government Employees**

C O N T E N T S

REDUCTION-IN-FORCE 1

Reduction-In-Force Defined
Reduction-In-Force Rights
Department Assistance
Severance Pay

REEMPLOYMENT 3

Reemployment in State Government
Salary Maintenance
Vacancy Listing
Priority Placement/Priority Reemployment Consideration
Priority/Retirement

CAREER SUPPORT SERVICES 5

State Employment Application Information
Job Search
Resources

BENEFITS 11

Community Service Leave
Sick Leave Status
Vacation Leave Status
Longevity Pay
US Savings Bonds
Health Insurance
Retirement
 Service Retirement
 Early Retirement
 Discontinued Service Retirement
 Deferred Retirement
 Refund of Retirement Contributions
Payroll Deductions
Unemployment Insurance Benefits

EMPLOYEE ASSISTANCE PROGRAM 15

Arrangements/Scheduling

APPENDIX A-1

Reduction-In-Force Policy
DHHS Division/Institution Human Resource Manager Directory
NC State Government Agency/University Human Resource Directors
Employee Assistance Program Directory
Employment Security Commission Directory
Employee Selection and Retention Services

R

EDUCATION-IN-FORCE

A Reduction-in-Force, (RIF), under N.C.G.S. 115C, Section 325(e)(1) provides for the dismissal or demotion of educators as a result of a justifiable decrease in the number of positions due to reorganization, decreased enrollment, or a reduction in funding.

The Department's policy and its guidelines for the fair and systematic administration of such (RIF) separations and demotions are the following:

It is DHHS policy that management consider all feasible alternatives to an involuntary RIF separation or demotion of a career educator. *(Unless stated otherwise, this policy applies only to career, not probationary, educators.)*

What are my rights?

Your appointment status determines your Reduction-in-Force (RIF) rights. Generally, if you have successfully completed (with approval by the Board of Education) four consecutive years as an educator, you are considered a “career educator.” As a career educator, you have RIF rights to DHHS education positions. If you have less than four consecutive years as a contracted educator your appointment status is probationary and you are not eligible for RIF rights. If you do not know your appointment status, contact your human resource manager.

Career educators separated or demoted due to reduction-in-force have priority reemployment rights for three consecutive years following their separation.

You have the right to request a review by the DHHS Secretary of your recommended separation due to RIF within 15 calendar days of receipt of written notification. Contact your human resource manager if you have questions related to RIF policy and/or your appeal rights.

How will the Department of Health and Human Services help me?

The Department of Health and Human Services has written guidelines for Reduction-in Force which ensure that potential separations or demotions are handled on a fair and systematic basis. Even before providing written notice, the Department pursues alternatives to staff reduction. The Superintendent informs employees of RIF as soon as possible (at least 30 days prior to separation). Written notification shall include reasons for the RIF, your eligibility for priority reemployment consideration and your appeal rights. The Department will assist employees with placement and support services.

Your division human resource manager is your primary contact for placement assistance and services. As an employee separated through RIF, your name will be placed on a list of available educators that will be maintained by the Director of the Division of Human Resources and distributed to all education program administrators and their supporting human resource managers. The division HR manager will work with the director of the Division of Human Resources to coordinate and provide placement assistance through the Department.

The Department will coordinate outplacement assistance if you wish to seek employment in other state agencies. This may include assistance with resume preparation and interviewing skills. Placement referral includes coordination with the Office of State Personnel and the Employment Security Commission. Job vacancy information is available by accessing the Office of State Personnel job listings on the Internet website:

<http://www.osp.state.nc.us/jobs/>

(Continued on Page 2)

Does the State of North Carolina provide severance pay if I am separated through a Reduction-in-Force? When do I become eligible for severance?

The intent of severance salary continuation is to ensure a bridge from pay status to non-pay status for employees who have been separated from state service as a result of a reduction-in-force. Severance wages are therefore paid to eligible employees to minimize the impact of unemployment and loss of pay as a result of their separation from employment.

The affected state agency may provide severance salary continuation in accordance with the provisions of NCGS 143-27.2. For purposes of determining severance eligibility, NCGS 115C educators (teachers) are considered state employees and are therefore eligible for severance salary continuation provided they have been employed as a teacher for at least nine months. Eligible educator employees who are paid on a 10- or 11-month basis would not be paid severance until the date when they could have returned to pay status. Severance salary must be approved by the State Budget Office, and is subject to the availability of funds.

As a RIF'd employee, if I am on short-term disability, when does my priority reemployment benefit begin?

Under DHHS' Reduction-in-Force policy, typically an employee's priority reemployment rights begin on the date of notification. However, if you are on short-term disability, then your rights under this benefit would not begin until your short-term disability ended and you were able to work.

R

EEEMPLOYMENT

When you receive written notification that your position will be subject to a Reduction-in-Force, it is critical that we begin the process of identifying other job opportunities for you. This responsibility rests with both you as an employee facing a potential layoff and the NC Department of Health and Human Services. This chapter explains your rights for reemployment including information on two key components of the process: job placement priority and priority reemployment consideration. The Department's RIF policy, which is included in the appendix, offers specific information on these two components of the reemployment process and your eligibility for them.

What you need to remember is that there are several agencies ready to offer you support and assistance. Your human resource manager will coordinate your job search, and will help you identify prospective opportunities in other state agencies.

The NC Office of State Personnel and the Employment Security Commission will be available for job assistance. More important, this chapter provides you with a detailed procedure to begin the process, and it outlines your responsibilities as well as ours in helping to continue your employment without interruption.

Please pay particular attention to this section on reemployment. If you have questions, you should contact your human resource office for guidance and additional information.

What should I do to get another state job?

Your first and most important step is to complete a State of North Carolina employment application and submit it to your human resource manager. **This is a critical first step and should be completed quickly.**

Your application will be forwarded to the director of the Division of Human Resources, who will maintain a priority list of available career educators.

Current copies of the priority list will then be forwarded to all education program administrators and their supporting human resource managers and you shall be given priority consideration for all educator vacancies for which you qualify. If you qualify for a specific job posted within the Department, then the hiring division or institution must contact you and offer you an interview.

Can I maintain my current salary?

There is no requirement that your salary be maintained. Any decisions to maintain your current salary will be at the discretion of the hiring agency.

How do I find out about other jobs?

Staff in your human resource office will ensure that you have access to current vacancy lists for positions available in the Department of Health and Human Services in addition to other state agencies and institutions. Vacant positions are usually announced in print form or electronically through the state's automated job listing service.

The State's automated job listings are available through public libraries, university libraries, local offices of the Employment Security Commission or can be accessed on the Internet at:

<http://www.osp.state.nc.us/jobs/>.

Please remember that your efforts to identify vacancies and potential job opportunities can be your best advantage. While the job search is a mutual responsibility, you can certainly increase your prospects for job placement by aggressively searching for vacancies on your own, while coordinating your efforts with your HR manager. When applying for positions with other state agencies, we strongly recommend that you attach a copy of your RIF notification letter to alert the agency of your Reduction-in-Force status.

What is priority placement?

Priority placement and priority reemployment considerations are defined in the department's Reduction-in-Force policy found in the appendix of this resource book. Simply, once you have been notified in writing that your position will be subject to a RIF and that you will be separated, you are accorded certain employment rights. If you have successfully completed four consecutive years as a career educator, you have "priority placement rights," until your separation date.

After the position has been abolished, you are accorded **priority reemployment consideration** rights. In either case, you are accorded priority rights to vacancies for which you qualify. You are ensured of these rights and considerations for three years from the date of written notification that you will be separated from a position subject to Reduction-in-Force.

What if I'm eligible to retire?

If you decide to retire or to apply for retirement after receiving an official written notice of an impending Reduction-in-Force, you will waive the right to priority reemployment consideration. If you choose to apply for retirement after separation through a Reduction-in-Force, you may retain priority reemployment consideration during the three-year period.

C

CAREER SUPPORT SERVICES

Whether it has been some time since you last entered the job market or not, it is worthwhile to brush up on your job hunting skills. This is a good time to inventory your strengths and weaknesses, take a fresh look at your options and plan your next career move. In this section, you will find information on:

- State of North Carolina Employment Application
- Job Search
- Resources for Job Information

Do I need to submit a new Application for Employment?

Yes. The Application for Employment is an important marketing tool. Information that you provide on this document will give a human resource manager and a hiring manager the opportunity to review and assess your qualifications against other applicants. The employment application is a primary recruiting tool for any organization considering applicants for jobs.

Updating your current job application is an important step in your job search. Your current application is a part of your personnel file located in the human resource office of your current division or institution. If your application is more than six months old, you should complete a new one. Current information will improve your competitive position in the selection process. If your application is less than six months old, you can attach an additional sheet to a copy of the application file as an update. Be sure to give yourself credit for every month of experience attained. You should also be sure to include all work experience that is relevant to the job for which you are applying. Related volunteer experience is also considered. Some applicants omit experience that occurred more than 15 or 20 years ago, but it is strongly advised that you include any relevant experience regardless of when it occurred.

Why can't I just send a resume?

To ensure full consideration for any state job, you must submit a signed and dated application to the appropriate hiring agency. A resume can supplement the application, but it does not replace it. The signed application is an official state document and is used to determine salary, verify educational credentials, investigate prior convictions, and document an applicant's salary history. A resume does not always provide such information, so it becomes extremely difficult to qualify individuals for employment or to propose a fair salary.

How does human resources "qualify" my application?

The human resources staff reviewing your application will look at the experience you have listed on your application to see if it includes the minimum training and experience to qualify for the position.

If I list my job title and my basic duties, isn't that enough?

No. If the position calls for specific skills under the "required qualifications and preferences," there may not be enough information to qualify you. Be sure to read the vacancy listing carefully. When preparing your application, be sure to cover all of your main duties and training experience. This may include both formal education and other job-related training.

Where can I get information on the classes/training I have taken on the job?

The training coordinator for your division/institution can provide you with a listing of the classes you have taken.

How do I know what to list for my experience?

When reviewing the major parts of your job, both your job description and work plan should be helpful. In the rush to complete an application, it is often easy to overlook an infrequent part of your job which may be relevant to the job you seek.

Do I have to type my application?

It is not necessary to type your application. However, if you do not type your application, be sure to print clearly and legibly in blue or black ink.

How do I complete the application for employment?

FIRST NAME: For consistency it is a good idea to use the same name used on your current application.

JOBS APPLIED FOR: You need to consider jobs for which you qualify and those which you would actually accept if offered. If you apply for all the jobs for which you might be interested and then are offered a position, you may jeopardize your priority reemployment status if you decline the offer.

TRAINING: Review the different classes you have taken over the past five years. Consider which of these is most applicable to the position for which you are applying. While you may have taken a number of classes, some are more relevant to the job than others. For example, stress reduction is a great class for personal development, but may not have direct application to demonstrating your job skills.

SPECIFIC COURSES: Some courses are necessary for the work done or are mandated. For example, specific areas of certification such as special education, visual impairment, etc.

MEMBERSHIPS: List any professional organizations relative to the position for which you are applying. Include any offices you have held.

CURRENT EMPLOYER: List the full name of the agency including the division or institution. This will speed up mail delivery.

DHHS Box 2134
John Umstead Hospital Butner, NC 23411

SUPERVISOR'S NAME: Use formal names rather than a nickname.

Example: John Smith instead of "Red" Smith

REASON FOR LEAVING: Indicate that you have been RIF'd. This alerts the human resource officer that you may have priority reemployment status.

LIST MAJOR DUTIES: Before listing job duties on your application, jot them down on a sheet of paper and consider which of them is most critical. Be sure to compare this list with what is listed in the vacancy posting under both minimum training and experience and under management preferences.

Where can I get an application?

You can obtain a State of North Carolina employment application from your division's or institution's human resource office, local library, Employment Security Commission office and over the Internet. <http://www.osp.state.nc.us/jobs/gnrinfo.htm#app>

What steps should I take to begin my job search?

1. Identify the type of job you want (positions for which you qualify, careers similar to the job you have now, or potential new careers).
2. Have a well-organized application which shows that you have the qualifications for the job you seek. If you are considering a position outside of state government, then a well-written resume is essential.
3. Identify potential employers for whom you would like to work as well as everyone you know who may be aware of openings in your field (family, friends, co-workers, neighbors, or professional organizations).
4. Ask potential employers for advice on resources and contacts that may lead to the job which interests you. Ask them to keep you in mind when vacancies occur.
5. Follow up with a thank-you note to people you visit and call them via telephone once every two to three weeks to see if they know of any vacancies in your area of interest.

-
6. Gather enough information so you can adequately evaluate your job-hunting strategies.
 7. Make a list of all the prospective employers you have discovered through your research, including the name of the person in charge of the department in which you wish to work.
 8. List your top 20 potential employment targets.
 9. Send tailor-made cover letters and resumes to the person with the authority to hire you from the top 10 on your list.

What resources exist that will help me find a job?

Employment Security Commission Vacancy Listing. The Internet Job Information Service provided by the Employment Security Commission (ESC) of North Carolina is a self-directed system which provides a listing of current job openings. The service is available through most county libraries. If you have access to Internet, it is also available through one of the several network services.

To apply for a job in which you are interested, you must be a U.S. citizen or an individual authorized to work in the United States. In North Carolina, you may visit the nearest ESC to register and to receive more information. The office will require you to visit their offices as they do not take information via the telephone.

You will be asked to submit a completed State of North Carolina Application and you may include a resume. When you are interested in a specific position, you must include the Job Number(s), Occupational Code(s) and your Social Security Number. The Employment Security Commission uses a computer linking system and your Social Security Number to enter your name into the computer system for identification and retrieval. If your resume meets all of the requirements listed in the job order (vacancy posting), it will be presented to the employer for further consideration.

For more information on Employment Security Commission Services, visit website: <http://www.esc.nc.us/>.

State Government Vacancy Listing. The Office of State Personnel offers an automated job vacancy listing called PMJOBS. Copies of the vacancy listing are available for review in your division/institution human resource office and in many of the local libraries.

OSP service for state employees. The Office of State Personnel, Employee Selection and Retention Services maintains an office for job referrals of state employees and is available to assist you. The office is located on the third floor of the Administration Building, 116 W. Jones St. in Raleigh. 919-733-7922.

NCSU Office of Continuing Education. The NC State University Office of Continuing Education provides career reviews, counseling services and alternatives for those desiring to change careers and who may need additional education. The office is located in the McKimmon Center on the NCSU campus.

Women's Center. The Women's Center of Wake County provides career development workshops in addition to workshops on job hunting for a minimal fee at its 128 E. Hargett St., downtown Raleigh location. Telephone: 919-829-3711

Chambers of Commerce. Local Chambers of Commerce provide directories of businesses within an area. Copies of these directories are also located in local libraries.

County Libraries. Books on job hunting, interviewing and resume writing, and information on local employers can be found in most libraries.

B

ENEFITS

In the weeks ahead, your employment benefits are among the most important decisions facing you. Most employees who find themselves occupying positions which are subject to a Reduction-in-Force (RIF) are concerned with the continuation of health care coverage and other insurance programs under payroll deduction. Also, you will likely have questions about your retirement benefits and the funds you have contributed to your retirement account. You also may have questions about your vacation and sick leave balances.

This chapter will answer many of these questions and provide guidance on exactly what you need to do, when you need to do it, and whom you need to contact. It is our hope that your benefits will continue uninterrupted since the Department will make a concerted effort to place you in another position. But if you find that you are facing separation from state employment as a result of a RIF, the following information will certainly be important to you.

For more information on benefits, contact your division or institution human resource office immediately. Benefits representatives will help you with any questions and will make sure you know who to contact for specific guidance.

**Community Service
Leave**

If you transfer to another state agency, the balance of your community service leave will be transferred to that agency. You may contact your human resource manager to confirm your community service leave balance.

Sick Leave

You cannot be paid for accumulated sick leave if you are separated. However, if you return to state employment within five years from your last day of work, your accumulated sick leave will be reinstated. If you transfer to another state agency, your sick leave will be transferred to your new agency. Sick leave will also be transferred to a local agency (those described under Vacation Leave) if the agency agrees to accept this leave. Similarly, if you are employed at a later date by one of the listed agencies, your sick leave may be reinstated if the agency agrees. You should contact your human resource office to confirm your sick leave or if you need verification sent to your new agency.

Vacation Leave Payment

If you are separated, you will be paid for the vacation leave you have accumulated up to a maximum of 240 hours on the earliest payroll possible following your separation. If you transfer to another state agency before you are separated, your vacation leave will be transferred to an area mental health, public health, social services, or emergency management agency. If the agency head is willing to accept the leave, it also may be transferred to a public school, community college, or technical college. You may contact your human resource office to verify your vacation leave balance in case of a transfer to another agency or employment separation.

Longevity

If you are eligible to receive longevity pay and are separated from state government, you will receive a prorated amount on the earliest payroll possible following the date of your separation. If you are transferring to another state agency, you will receive longevity on your regularly scheduled eligibility date. Please note that if you do transfer to another state agency, the receiving agency is responsible for the payment of longevity.

U.S. Savings Bonds

If you are purchasing a US Savings Bond through payroll deduction, you will receive a refund of the amount you have paid toward the purchase of the bond. If you are transferring to another state agency and are interested in continuing in the program, you should contact your new human resource office.

Health Insurance

Your health insurance coverage under the State Health Plan will be paid for you up to one year following the date of separation, provided you have 12 or more months of consecutive state service. After this, you may continue coverage on a contributory basis for as long as you desire. If you have dependent coverage, it also may be continued on a contributory basis. Contact your human resource manager for more information.

Retirement

Service Retirement (Unreduced Benefits)

You may retire with unreduced service retirement benefits after

- you reach age 65 and complete five years of creditable service, or
- you reach age 60 and complete 25 years of creditable service, or
- you complete 30 years of creditable service, at any age.

Early Retirement (Reduced Benefits)

You may retire early with a reduced retirement benefit after

- you reach age 50 and complete 20 years of creditable service, or
- you reach age 60 and complete five years of creditable service

Your early retirement benefit is determined by the same formula as a service retirement. However, because benefits may be paid over a longer period of time, they will be reduced. The amount of reduction depends on your age at retirement.

Discontinued Service Retirement

State employees who are at least 55 years of age and have 20 years of creditable service, and who are separated due to RIF, may be eligible for full retirement without a reduction in benefits instead of severance pay. You may also be eligible for reduced retirement benefits if you are 50 years old and have 20 years of creditable service. Please note that funding for discontinued service retirement must be recommended by the Secretary and approved by the Office of State Budget before it becomes an option. Approval by the Secretary and the Office of State Budget depends primarily on the financial ability of the State of North Carolina to fund discontinued service retirement.

Deferred Retirement

You may still receive a retirement benefit, even if you leave before service or early retirement. You are entitled to a benefit at a later date if you leave for any reason-at any age-after you have completed five years of creditable service, provided you do not withdraw your contributions.

Your benefit is determined by the formula in effect on the effective date of your retirement. It is based on your average final compensation and years of creditable service. You can apply for deferred payments to begin when you reach age 60.

If you have at least 20 years of creditable service when you leave, you can apply for early payments beginning at age 50. However, your benefit is reduced because you may receive payments for a longer period of time.

If you leave the State of North Carolina Retirement System before you have five years of creditable service, the only payment you will receive is a refund of your contributions.

Refund of Retirement Contributions

If you have five years of member service, you have the option of leaving your contributions in the retirement system and maintaining all of the creditable service you have as of the date of separation. Please note that if you elect to leave your contributions in the retirement system and you have made contributions for at least five years, you are entitled to retirement benefits at a later date.

If you leave state employment, you also have the option to receive a refund of your contribution to the retirement system. It is important to note that if you have your contributions refunded and are re-employed by the State at a later date, you have to contribute five years to the retirement system before you are eligible to buy back your prior state service. Buying back prior state service can be expensive. If you have at least five years as a contributing member, interest will be added to your refund. Your refund application will be forwarded to the retirement system once your agency has processed your final paycheck for time worked and accumulated vacation leave. State law does not permit the retirement system to make refunds earlier than 60 days after your application is received. Refund applications are available at your human resource office.

If you transfer to an agency under the Local Government Employees' Retirement System, you can transfer your contributions and creditable service as long as you are an eligible member of the system to which you are transferring and have not received a refund of your contributions from the state retirement system. Transfer applications are available from your human resource manager.

If you transfer to another state agency, your retirement number will remain the same and you have no option of withdrawal.

Contact your human resource manager for additional information on your retirement options.

Payroll Deductions

If you are enrolled in any group life, accident, disability income, dental or cancer coverage insurance plans paid by payroll deduction, you will need to contact your agency/institution for information on continuation options if you are separated by RIF. Your human resource manager can provide the appropriate contacts for any of these insurance companies or service groups. If you transfer to another state agency that provides the same insurance coverage through payroll deduction, you should contact your new human resource manager for information on transfer of your coverage.

If you separate from State of North Carolina government and have a payroll deduction for either Deferred Compensation or the 401(k) tax-sheltered supplemental retirement plan, you will need to contact the respective office to discuss what should be done with the proceeds in your account.

If you transfer to another state agency, you should contact your new human resource manager for transfer information.

If you have payroll deductions to the State Employee's Credit Union, you should contact a loan officer since your deductions stop when you leave the State's payroll. Deductions do not automatically transfer to another state agency. You must contact the Credit Union directly.

Unemployment Insurance Benefits

You may be eligible to receive unemployment insurance benefits. You should contact your local office of the Employment Security Commission concerning your eligibility to receive benefits. You are not eligible to receive unemployment insurance benefits while receiving severance salary continuation.



EMPLOYEE ASSISTANCE PROGRAM

The announcement of a Reduction-in-Force (RIF) and the potential loss of employment can affect you in different ways. Some employees move through stages of emotional stress when trying to cope with the news. The Employee Assistance Program (EAP) offers a range of support services to employees and their family members who are confronted with the prospects of reemployment or job loss.

EAP is a confidential counseling service which helps employees define problems affecting them personally and identifies appropriate resources to ease and hopefully resolve personal crises. Counseling services are offered for employees who experience job-related stress, family and marital difficulties, financial or legal problems, work-life conflicts, and substance abuse.

You may contact the employee assistance program directly or you may ask your immediate supervisor or human resource office for assistance.

Employee Assistance Program

If I need to talk to someone in EAP, how can I arrange an appointment?

Appointments with an EAP counselor are as simple as picking up a phone and calling the counselor which serves your agency. Phone numbers for counselors are listed with each facility. Your supervisor or human resource manager can help you with arranging appointments.

Do I need to schedule time off to see an EAP counselor?

A supervisor's approval is needed to schedule leave time from work. However, you do not have to discuss your personal concerns with a supervisor. The time you spend with the EAP counselor is not taken from your leave account. If a referral is made by EAP to a third-party resource, leave time must be taken.

Will my family have access to the EAP services?

Yes. Because a family member's problem may affect the employee's well-being, the program is available to the immediate family members of an employee.

Does my State Health Insurance cover services rendered by the EAP program?

There is no cost for services provided by the Employee Assistance Program counselors. Any costs associated with referrals made by the EAP program will be the employee's responsibility. Your EAP counselor will discuss your insurance benefits, and make every effort to help you get the best services for a reasonable rate under your covered plan.

How long do assessment sessions last with an EAP counselor?

Sessions normally last from one to two hours.

Where will my scheduled appointment with the EAP counselor be held?

Sessions are scheduled either at the counselor's office or may be scheduled at any location mutually agreed upon.

Will any information discussed at the EAP session be shared with my employer or family?

No. Your visit with the EAP counselor will be confidential. No information will be given to anyone without your written consent.

Are other services provided?

Yes. Sessions to help groups of individuals affected by a Reduction-in-Force understand all of the mixed emotions associated with loss of a job will be offered through the Employee Assistance Program. The RIF sessions can help you recognize normal stress reactions and begin the adjustment process needed to focus positively on your future.

The group process will allow you to share feelings and to support other state employees who are in similar positions during the transition. Participation is voluntary.

For further information on **EAP services**, contact your human resource manager or call the DHHS Employee Safety and Health section at **919-733-2662**.



PPENDIX

■ Reduction-in-Force Policy	A-1
■ DHHS Division/Institution Human Resource Directory	B-1
■ NC State Government Agency/University Human Resource Directors	C-1
■ Employee Assistance Program Directory	D-1
■ Employment Security Commission Directory	E-1
■ Office of State Personnel	E-6

Appointments and Separations

NC Department of Health and Human Services
Division of Human Resources

Policy and Procedures Manual
Section II

Reduction-In-Force

July 1, 2000

G.S. 115C-325(e)(1) provides for the dismissal or demotion of educators as a result of a justifiable decrease in the number of positions due to reorganization, decreased enrollment, or decreased funding. Department policy and guidelines for the fair and systematic administration of such reduction-in-force, hereafter RIF, separations and demotions are the following:

It is Department policy that management will consider all feasible alternatives to an involuntary RIF separation or demotion of a career educator.

When a reduction-in-force occurs, other than a reduction of specific positions mandated by the NC General Assembly, appropriate management shall develop a reduction plan. The plan shall document the reason(s) for the RIF, the factors considered in deciding on a particular course of action, and the specific positions scheduled for abolishment or redesign.

The following factors shall be considered when developing a reduction plan:

1. Applicable laws and regulations
2. Funding sources and budget guidelines
3. Impact on program objectives
4. Possible redistribution of staff and other resources
5. Composition of the affected work force
6. Potential adverse impact on employees protected under state and federal equal employment opportunity provisions
7. Economy and efficiency

When the reduction plan will result in the probable separation or demotion of one or more career educators, it shall include the designation of a layoff unit for the purpose of handling such separations and demotions. The layoff unit is the organizational unit from which educators in the classifications specified for abolishment or redesign will be separated or demoted. It may be an entire school or institution or any organizational, geographical or program unit within a school, institution or division. The layoff unit need not coincide with the program or activity that is the cause of the reduction.

When management reassigns or transfers a position to another program and/or location, without a change in the classification or salary grade, the incumbent educator shall be reassigned or transferred with the position, if the educator has the certification appropriate to the new assignment. A qualified career educator who elects not to accept such a reassignment/transfer is not accorded priority placement or reemployment consideration rights as defined in this policy.

Separation and Demotion Plan

When the implementation of a reduction plan requires the involuntary separation or demotion of career educators, such separations and demotions shall be made in accordance with the policy and guidelines specified below.

1. The type of appointment shall be the first determinant in separating educators under a RIF. No full time career educator in an affected classification shall be separated or demoted while there are part-time or probationary educators working in the same classification in the school/institution/program affecting the reduction if the career educator

has the requisite knowledge, skills, abilities, and certification for the classification and is agreeable to reassignment.

2. The separation or demotion of career educators from positions in the affected classifications in the layoff unit shall be made upon systematic consideration of length of service and relative efficiency.
3. For purposes of this policy, length of service shall be defined as total state service according to policy approved by the State Personnel Commission. A less senior educator shall be separated or demoted before a more senior educator in the same classification unless there is a documented material difference in the educators' relative efficiency.
4. For purposes of this policy, relative efficiency shall be determined from the review and comparison of the educator's written performance evaluations on record the date the reduction plan is approved and from any disciplinary actions brought against the educator during the preceding 12 months.
5. When service standing is equal between two or more career educators in the affected classification in the layoff unit, the separation or demotion decision shall be based on relative efficiency.

Notice and Hearing Requirements

After the superintendent makes the necessary separation and demotion decisions through application of the above criteria, he or she, or his or her designee shall do the following:

1. Submit his or her separation or demotion recommendations to the director of the Division of Human Resources. The recommendations shall include a copy of the reduction plan, a list of the educators recommended for separation or demotion and the anticipated effective date(s) of such separation or demotion.
2. Give written notice by certified mail or in person to any career educator (or probationary educator if the RIF separation will be effective prior to the end of his or her contract) proposed to be separated or demoted. The notice shall set forth the grounds upon which the superintendent believes that such separation or demotion is justified. The notice also shall include a statement that the educator is entitled to the superintendent's proposed recommendations reviewed by the Secretary and that a request for such review must be received by the superintendent within 15 calendar days of the educator's receipt of the superintendent's notice.

Review and Implementation Procedures

Timely requests for review shall be heard by a department hearing officer acting for the Secretary. The hearing shall be held within 10 calendar days of receipt of the request and shall be conducted in accordance with the procedures specified for hearings for disciplinary suspensions (more than 10 days or for intentional misconduct), demotions of school administrators and reductions in force. *(An educator is not entitled to a review by a case manager in a RIF separation/demotion recommendation).*

If no educator requests for review are received within the 15-day filing period, the superintendent shall forward his/her recommendations to the Secretary, together with appropriate comments and information. If an educator has requested a review, the director of the Division of Human Resources will forward the superintendent's recommendations, and comments thereon, to the Secretary with the hearing officer's report(s). After considering the superintendent's recommendation and the hearing officer's report(s), the Secretary will decide if the grounds for the recommendation are true and substantiated by a preponderance of evidence. If the Secretary adopts the superintendent's recommendations and orders an educator's separation or demotion, he/she shall inform the affected educator(s) of his/her decision by certified mail within two days of either the receipt of the superintendent's recommendation and the hearing officer's report where a hearing is requested. The Secretary's decision notice shall include information on the educator's priority reemployment status and appeal rights. The superintendent shall receive a copy of the decision. The Secretary's decision is the final administrative review step for educators who appeal a RIF separation or demotion recommendation.

Priority Reemployment Status

When a career educator is separated through a RIF, his or her name shall be placed on a list of available educators to be maintained by the director of the Division of Human Resources. Current copies of the priority list shall be distributed to all education program administrators and their supporting human resource managers. Career educators whose names appear on such a list following their RIF separation shall have a priority for three years on all education positions that become available in the Department for which they are qualified.

All reemployment offers shall be in writing to the educator's address of record. The educator must respond in writing within 15 calendars of receipt of an offer.

If an educator refuses an offer of reemployment in a position for which he or she is qualified and the position offered is not more than 35 miles from the educator's original work station, his or her name shall be removed from the priority list. However, if the job offered is more than 35 miles from the educator's original work station, refusal of the offer will not terminate his or her priority reemployment eligibility.

If a career educator does not wish to be placed on the priority reemployment list, he or she shall notify the director of the Division of Human Resources in writing.

Directory of DHHS Division/ Institution Human Resource Managers

Listed below are human resource managers who can assist with career counseling, policy application, EAP coordination, benefits continuation, and employment assistance.

DIVISIONS

Doris Eason	Division of Aging Division of Information Resource Management Division of Rural Health Office of the Secretary	919.733.6976
Richard Stone	Division of Child Development	919.662.4543
Felicia Davis	Division of Early Intervention and Education	919.715.7500
Richard Stone	Division of Facility Services	919.733.6780
Ellen Pittman	Division of Medical Assistance	919.857.4012
Philip Bickham	Division of Mental Health, Developmental Disabilities, and Substance Abuse Wright School	919.733.4416
Paula Taylor	Division of Public Health	919.715.7944
Nick Gudzan	Division of Social Services	919.733.7994
Vacant	Division of Vocational Rehabilitation (Division of Services for the Blind and Division of Services for the Deaf and Hard of Hearing)	919.733.3364

INSTITUTIONS

Faye Hamlin	Julian F. Keith ADATC-Black Mountain, NC	828.669.3422
Franchine Pena	Walter B. Jones ADATC-Greenville, NC	252.830.3426
E.V. Gouge, Jr.	Black Mountain Center Black Mountain, NC	828.669.3164
Mary Ragsdale	Broughton Hospital Morganton, NC	828.433.2401
George Graham	Caswell Center Kinston, NC	252.559.5217
Robert Kornegay	Cherry Hospital Goldsboro, NC	919.731.3411
Ed Seagroves	Dorothea Dix Hospital Raleigh, NC	919.733.5427
Sandy Brock	John Umstead Hospital ADATC- Butner, NC Butner Adolescent Treatment Center Whitaker School	919.575.7910
Janice McNeil	Murdoch Center Butner, NC	919.575.1015
Shirley Howard	NC Special Care Center Wilson, NC	252.399.2108
Vacant	O'Berry Center Goldsboro, NC	919.731.3593
Nancy Hunter	Western Carolina Center Morganton, NC	828.433.2787

North Carolina State Government Agency/ University Human Resource Directors

The following human resource directors of agencies and universities in North Carolina State Government can be contacted for information on employment opportunities.

STATE GOVERNMENT AGENCIES

Valerie Ford
Human Resource Director
Department of Administration
Raleigh, NC
919.733.4606

Michael Thornton
Human Resource Director
Department of Public Instruction
Raleigh, NC
919.807.3385

Kenneth Williams
Personnel Director
Administrative Office of the Courts
Raleigh, NC
919.662.3060

Sharon Morris
Personnel Director
Employment Security Commission
Raleigh, NC
919.733.3100

Jan Matthews
Human Resource Manager
State Comptroller's Office
Raleigh, NC
919.981.5454

Jeff Becker
Personnel Director
Department of Correction
Raleigh, NC
919.716.3700

Janet Pittard
Human Resource Director
Office of State Budget and Management
Raleigh, NC
919.733.7061

Linda Coleman
Personnel Director
Department of Agriculture
Raleigh, NC
919.733.2243

Weldon Freeman
Human Resource Director
Department of Crime Control and Public Safety
Raleigh, NC
919.733.4080

Glenda Shields
Personnel Director
State Auditor's Office
Raleigh, NC
919.807-7617

Dr. Betsy Smith
Personnel Director
Department of Cultural Resources
Raleigh, NC
919.715.3586

Rosalyn Comfort
Personnel Services Director
NC Community College System
Raleigh, NC
919.733.7051

Kathy Gruer Heeter
Human Resource Director
Department of Health and Human Services
Raleigh, NC
919.733.2940

Harlan Frye
Human Resource Director
Department of Environment
and Natural Resources
Raleigh, NC
919.715.4501

Carol Batker
Human Resource Director
Wildlife Division/ Department of Environment
and Natural Resources
Raleigh, NC
919.733.2241, ext. 233

Barbara Gibson
Human Resource Director
Department of Justice
Raleigh, NC
919.716.6490

Ronnie Condrey
Personnel Director
Department of Insurance
Raleigh, NC
919.733.5578

Gracie Johnson
Human Resources Director
Office of Juvenile Justice and Delinquency Prevention
Raleigh, NC
919.733.3011

Lee White
Acting Human Resources Director
Department of Labor
Raleigh, NC
919.733.6943

E.B. "Chuck" Hunt
Personnel Director
Department of Revenue
Raleigh, NC
919.733.7313

George Nixon
Personnel Director
Secretary of State
Raleigh, NC
919.733.9918

Becky Keith
Human Resource Director
Department of Transportation
Raleigh, NC
919.733.5846

Mary Lou Kinton
Human Resource Director
Division of Motor Vehicles
Department of Transportation
Raleigh, NC
919.881.3015

Rosalie Littleton
Human Resource Director
Department of State Treasurer
Raleigh, NC
919.508.5172

UNIVERSITIES

Gayle Davis
Personnel Director
UNC General Administration
Chapel Hill, NC
919.485.3101

Jean Sims
Human Resource Director
Elizabeth City State University
Elizabeth City, NC
252.335.3252

Laurie Charest
Associate Vice Chancellor for Human Resources
UNC-Chapel Hill
Chapel Hill, NC
919.962.1554

Gary Stinnett
Director of Human Resources
UNC-Charlotte
Charlotte, NC
704.547.4269

Kathy Wong
Human Resource Director
Western Carolina University
Cullowhee, NC
828.227.7219

Norman Klase Jr.
Human Resource Director
University of North Carolina Hospitals
Chapel Hill, NC
919.966.1546

Mac Greer
Human Resource Director
NC School of the Arts
Winston-Salem, NC
336.770.3317

Leonard Covington
Director of Human Resources/Affirmative Action Officer
Fayetteville State University
Fayetteville, NC
910.672.1696

Alan Bridge
Associate Vice Chancellor for Human Resources
UNC-Greensboro
Greensboro, NC
336.334.5009

Stewart Mixon
Associate Vice Chancellor for Human Resources
East Carolina University
Greenville, NC
252.328.4009

John Eley
Human Resource Director
North Carolina Central University
Durham, NC
919.560.6334

Katie Locklear
Human Resources Director
UNC-Pembroke
Pembroke, NC
910.521.6279

Charlene Hayes
Associate Vice Chancellor for Human Resources
NCSU Administrative Services Center
Raleigh, NC
919.515.4271

Mike Bogan
Human Resource Director
UNC at Wilmington
Wilmington, NC
910.962.3855

Delores Turner
Director of Human Resources
Winston-Salem State University
Winston-Salem, NC
336.750.2832

Lillian Couch
Human Resource Director
NC A&T State University
Greensboro, NC
336.334.7500

Len Johnson
Human Resource Director
Appalachian State University
Boone, NC
828.262.3186

Delacy Bradsher
Human Resource Director
NC School of Science and Math
Durham, NC
919.286.3366

Shirley Wilson
Human Resource Director
UNC-Asheville
Asheville, NC
828.251.6600

Employee Assistance Program

Coordinator of DHHS EAP Program:

Ricky Collie
Manager, Employee Safety and Health
Division of Human Resources
Raleigh, NC
919.733.2662

The program consultant listed below provides technical assistance, assessments, and training support for the DHHS institutions:

Roy Sonovick
EAP Branch Head
Mental Health, Developmental Disabilities, and Substance Abuse Services
Raleigh, NC
919.733.4555

Employee Assistance Program Locations

Eastern Region

Vicki Harrington, EAP Consultant
404 St. Andrews Drive
Greenville, NC 27834
252.355.9035
1.888.914.2932

Agencies Served

Caswell Center
Cherry Hospital
Disability Determination
Dorothea Dix Hospital
Eastern School for the Deaf
Medical Assistance
Mental Health/Developmental Disabilities
and Substance Abuse Services
NC Special Care Center
Services for the Blind
Services for the Deaf and Hard of Hearing
Vocational Rehabilitation
Walter B. Jones ADATC

Counties Served

Beaufort	Lenior
Bertie	Martin
Brunswick	Nash
Camden	New Hanover
Carteret	Northampton
Chowan	Onslow
Craven	Pamlico
Currituck	Pasquotank
Dare	Pender
Duplin	Perquimans
Edgecombe	Pitt
Gates	Sampson
Greene	Tyrrell
Halifax	Wake
Hertford	Washington
Hyde	Wayne
Jones	Wilson

North/South Central Region

Henry Farrell, EAP Consultant
Wachovia Bank Building
225 Green Street
Fayetteville, NC 28301

Agencies Served

Aging
BATC
Child Development
Early Intervention/Education
Facility Services
Governor Morehead School
John Umstead Hospital
Murdoch Center
O'Berry Center
Office of the Secretary
Public Health
Social Services
Whitaker School
Wright School

Counties Served

Alamance	Lee
Anson	Montgomery
Bladen	Moore
Caswell	Orange
Chatham	Person
Columbus	Randolph
Cumberland	Richmond
Durham	Robeson
Franklin	Rockingham
Granville	Scotland
Guilford	Vance
Harnett	Wake
Hoke	Warren
Johnston	

Western Region

Karen Molli, EAP Consultant
Black Mountain Center, Building #17
Black Mountain, NC 28711
828.669.4398
1.888.774.7296

Agencies Served

Black Mountain Center
Broughton Hospital
Julian F. Keith ADATC
Western Carolina Center
Western School for the Deaf

Counties Served

Alexander	Jackson
Alleghany	Lincoln
Ashe	Macon
Avery	Madison
Buncombe	McDowell
Burke	Mecklenburg
Cabarrus	Mitchell
Caldwell	Polk
Catawba	Rowan
Cherokee	Rutherford
Clay	Stanley
Cleveland	Stokes
Davidson	Surry
Davie	Swain
Forsyth	Transylvania
Gaston	Union
Graham	Watauga
Haywood	Wilkes
Henderson	Yadkin
Iredell	Yancey

Employment Security Commission Directory

Ahoskie Local Office
220 E. Church St.
Ahoskie, NC 27910
Tele: 252.332.5016
Fax: 252.332.8712

Asheboro Local Office
355 S. Fayetteville St.
Asheboro, NC 27203
Tele: 336.625.5128
Fax: 336.625.2798

Boone Local Office
207 Winklers Creek Road, Suite 1
Boone, NC 28607
Tele: 828.265.5385
Fax: 828.862.3525

Bryson City Local Office
West Main Street
Room 316, Federal Building
Tele: 828.488.2149

Burlington Local Office
2720 S. Mebane St.
Burlington, NC 27215
Tele: 910.570.6800
Fax: 910.570.6806

Carrboro Local Office
110 W. Main St.
Carrboro, NC 27510
Tele: 919.967.0177
Fax: 919.929.4217

Charlotte Local Office
500 W. Trade St.
Charlotte, NC 28202
Tele: 704.342.6131
Fax: 704.342.5991

Albemarle Local Office
330 N. Second St.
Albemarle, NC 28001
Tele: 704.625.5128
Fax: 704.982.1815

Asheville Local Office
48 Grove St.
Asheville, Nc 28801
Tele: 828.251.6200
Fax: 828.225.6005

Brevard Local Office
Gaston Street
Community Services Building
Tele: 828.884.3214
Fax: 828.862.3525

Burgaw Local Office
112 S. Dickerson St.
Burgaw, NC 28425
Tele: 910.259.5431
Fax: 910.259.8346

Butner Local Office
600 Central Ave.
Butner, NC 27509
Tele: 919.575.3100

Cary Local Office
742-F E. Chatham St.
Cary, NC 27511
Tele: 919.469.1406

Clinton Local Office
Rowan St.
Clinton, NC 28328
Tele: 910.592.5756
Fax: 910.592.1502

Concord Local Office
2275 Kannapolis Highway 29A
Concord, NC 28025
Tele: 704.786.3138
Fax: 704.786.3471

Durham Local Office
1105 Briggs Ave.
Durham, NC 27703
Tele: 919.560.6680
Fax: 910.560.3387

Edenton Local Office
709 N. Broad St.
Edenton, NC 27932
Tele: 252.482.2195
Fax: 252.482.2188

Fayetteville Local Office
414 Ray Ave.
Fayetteville, NC 28301
Tele: 910.486.1010
Fax: 910.484.5155

Franklin Local Office
183 Harrison Ave.
Franklin, NC 28734
Tele: 828.369.9534
Fax: 828.369.5166

Goldsboro Local Office
309 N. William St.
Goldsboro, NC 27530
Tele: 919.731.7950
Fax: 919.731.7967

Greenville Local Office
3101 Bismarck St.
Greenville, NC 27834
Tele: 919.355.9067
Fax: 919.355.9075

Hendersonville Local Office
26 Francis Road
Hendersonville, NC 28792
Tele: 828.693.1703
Fax: 828.693.8949

Dunn Local Office
101 N. Magnolia Ave.
Dunn, NC 28334
Tele: 910.891.2915
Fax: 910.891.2918

Elizabeth City Local Office
452 McArthur St.
Elizabeth City, Nc 27909
Tele: 252.331.4798
Fax: 252.331.4809

Elizabethtown Local Office
109 Mill St.
Elizabethtown, NC 28337
Tele: 910.862.3255
Fax: 910.862.4098

Forest City Local Office
205 E. Trade St.
Forest City, NC 28043
Tele: 828.245.9841
Fax: 828.248.3363

Gastonia Local Office
1391 Bessemer City Road
Gastonia, NC 28052
Tele: 704.853.5328
Fax: 704.853.5303

Greensboro Local Office
2005B S. Elm-Eugene St.
Greensboro, NC 27406
Tele: 910.334.5777
Fax: 910.334.5188

Henderson Local Office
945D W. Andrews St.
Henderson, NC 27536
Tele: 252.438.6129
Fax: 252.438.8766

High Point Local Office
919 Phillips Ave., Suite 107
High Point, NC 27262
Tele: 336.882.4141
Fax: 336.882.4142

Jacksonville Local Office
106 College Plaza
Jacksonville, NC 28546
Tele: 910.347.2121
Fax: 910.938.2583

Kings Mountain Local Office
208 N. Cleveland Ave.
Community Center
Kings Mountain, NC 28086
Tele: 704.739.0191
Fax: 704.734.1491

Laurinburg Local Office
303 N. Main St.
Laurinburg, NC 28352
Tele: 910.276.4260
Fax: 910.277.2628

Lexington Local Office
103 W. Center St. Extension
Lexington, NC 27292
Tele: 336.248.2326
Fax: 336.243.7398

Lincolnton Local Office
529 N. Aspen St.
Lincolnton, NC 28092
Tele: 704.735.8035
Fax: 704. 732.1140

Louisburg Local Office
109 Market St.
Louisburg, NC 27549
Tele: 919.496.6477
Fax: 919.496.7611

Lumberton Local Office
118 W. Fifth St.
Lumberton, NC 28358
Tele: 910.618.5500
Fax: 910.618.5570

Marion Local Office
344 ½ State St.
Marion, NC 28752
Tele: 828.652.7131
Fax: 828.652.9451

Kenansville Local Office
P.O. Box 459, Highway 24
Kenansville, NC 28349
Tele: 910.296.1478
Fax: 910.296.1005

Kinston Local Office
2100 Presbyterian Lane
Kinston, NC 28501
Tele: 252.526.4435
Fax: 252.526.4440

Lenoir Local Office
504 Wilkesboro Blvd., SE
Lenoir, NC 28645
Tele: 828.757.5622
Fax: 828.757.5632

Mount Airy Local Office
708 S. Main St.
Mount Airy, NC 27030
Tele: 336.786.4169
Fax: 336.789.3795

Mt. Olive Local Office
Rt. 4, Box 18
Mt. Olive, NC 28365
Tele: 919.658.4296
Fax: 919.658.6071

Murphy Local Office
102 Andrews Road
Murphy, NC 28906
Tele: 828.837.7407
Fax: 828.837.5586

Nags Head Local Office
4036 Virginia Dare Trail
Nags Head, NC 27959
Tele: 252.480.3500
Fax: 252.480.0121

New Bern Local Office
305 Simmons St.
New Bern, NC 28560
Tele: 252.514.4828
Fax: 252.514.4840

Mocksville Local Office
B.C. Brock Building
1378 Hwy 601 South
Mocksville, NC 27028
Tele: 336.634.3315
Fax: 336.634.9194

Monroe Local Office
1105 Skyway Drive
Monroe, NC 28110
Tele: 704.283.7541
Fax: 704.283.1854

Morehead City Local Office
1305 Arendell St.
Morehead City, NC 28557
Tele: 252.726.7151
Fax: 252.726.1141

Morganton Local Office
720 E. Union St.
Morganton, NC 28655
Tele: 828.438.6161
Fax: 828.438.6207

Raeford Local Office
113 E. Elwood Ave.
P.O. Box 370
Raeford, NC 28376
Tele: 910.875.5059
Fax: 910.875.2125

Raleigh Local Office
700 Wade Ave.
P.O. Box 27227
Raleigh, NC 27611
Tele: 919.733.3941
Fax: 919.733.1253

Reidsville Local Office
8340 NC 87
Reidsville, NC 27320
Tele: 336.634.5600
Fax: 336.634.5633

Roanoke Rapids Local Office
945 Park Ave.
Roanoke Rapids, NC 27870
Tele: 252.537.4188
Fax: 252.537.7943

Newland Local Office
P.O. Box 939
County Services Building
Newland, NC 28657
Tele: 828.733.8288
Fax: 828.733.8207

Newton Local Office
3301 Highway 70 SE
Newton, NC 28658
Tele: 828.466.5535
Fax: 828.466.5546

North Wilkesboro Local Office
Midtown Plaza
320 Wilkesboro, Ave.
Tele: 336.838.5164
Fax: 336.838.9953

Oxford Local Office
208 Wall St.
Oxford, NC 27565
Tele: 919.693.2686
Fax: 919.693.3388

Shallote Local Office
East Gate Plaza
Rt. 3, Box 675-1
Shallote, NC 28459
Tele: 910.754.6120
Fax: 910.754.2434

Shelby Local Office
300 Grover St., Suite #4
Shelby, NC 28150
Tele: 704.480.5414
Fax: 704.480.5632

Siler City Local Office
Henry Siler School
502 W. Third St.
Tele: 919.742.7454
Fax: 919.742.2103

Smithfield Local Office
18 Noble St.
Smithfield, NC 27577
Tele: 919.934.0536
Fax: 919.934.1369

Rockingham Local Office
201 S. Hancock St.
Rockingham, NC 28379
Tele: 910.977.3306
Fax: 910.977.8184

Rocky Mount Local Office
121 S. Fairview Road
Rocky Mount, NC 27801
Tele: 252.977.3306
Fax: 252.446.2720

Roxboro Local Office
331 S. Morgan St.
Roxboro, NC 27573
Tele: 336.599.3109
Fax: 336.599.6482

Salisbury Local Office
1904 S. Main St.
Salisbury, NC 28144
Tele: 704. 639.7529
Fax: 704. 639.7537

Sanford Local Office
1909 Lee Ave.
Sanford, NC 27330
Tele: 919.775.2241
Fax: 919.775.2243

Taylorsville Local Office
324 First Ave., SW
Taylorsville, NC 28681
Tele: 828.632.4631
Fax: 828.632.7689

Troy Local Office
Community Service Building
217 S. Main St.
Troy, NC
Tele: 910.572.3641
Fax: 910.576.2876

Wadesboro Local Office
112 N. Greene St.
Wadesboro, NC 28170
Tele: 704.694.9070
Fax: 704.694.9070

Southern Pines Local Office
367 N. Bennett St.
Southern Pines, NC 28387
Tele: 910.692.5404
Fax: 910.692.1115

Spruce Pine Local Office
307 Oak Ave.
Spruce Pine, NC 28777
Tele: 828.765.7376
Fax: 828.765.8522

Statesville Local Office
1907 Newton Drive
Statesville, NC 28677
Tele: 828.765.7376
Fax: 828.765.8552

Sylva Local Office
Community Service Center
8 Ridgeway St.
Tele: 828.586.4063
Fax: 828.586.3041

Tarboro Local Office
2009 W. Wilson St., Room 8-B
Tarboro, NC 27886
Tele: 252.823.6742
Fax: 252.641.5799

Whiteville Local Office
803 Wilson St.
Whiteville, NC 28472
Tele: 910.642.0146
Fax: 910.642.8306

Wilmington Local Office
717 Market St.
Wilmington, NC 28401
Tele: 910.251.5777
Fax: 910.251.5796

Wilson Local Office
109 N. Tarboro St.
Wilson, NC 27893
Tele: 252.243.1129
Fax: 252.243.1134

Washington Local Office
112 W. Third St.
Washington, NC 27889
Tele: 252.946.2141
Fax: 252.946.0257

Winston-Salem Local Office
630 W. Sixth St.
Winston-Salem, NC 27101
Tele: 336.761.1700
Fax: 336.761.2055

Waynesville Local Office
1511 N. Main St.
Waynesville, NC 28786
Tele: 828.456.6061
Fax: 828.452.1430

Yadkinville Local office
106 E. Elm St.
Yadkinville, NC 27055
Tele: 336.679.4079
Fax: 336.679.7350

West Jefferson Local Office
P.O. Box 804
Old Hospital Building
West Jefferson, NC 28694
Tele: 336.246.8886
Fax: 336.246.8507

North Carolina Office of State Personnel

Joyce Weathersby
Employee Selection and Retention Section
116 W. Jones St.
Raleigh, NC 27603-8004
Tele: 919.733.7922
Fax: 919.715.9750

NOTES

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

August 2001